

# Privacy policy

### 1. About Oxygis

By "Oxygis", we will understand Oxygis Partners SRL whose registered office is at Les Croisettes 4, 6812 Suxy and whose VAT number is BE 0872.350.989.

All services provided by Oxygis are subject to our general terms and conditions. By entrusting an assignment to Oxygis, you accept without reservation our general terms and conditions and acknowledge that they take precedence over any other conditions to the contrary.

#### 2. Use of our website

This website (www.oxygis.eu) is the property of Oxygis Partners SRL and is protected by copyright and as a database. The information on this site may be regularly adapted or updated. The total or partial reproduction of the information on this site is only authorised for personal use. The copying, saving or sending of information appearing on this site, or parts of it, for other purposes is only authorised with the written authorisation of Oxygis.

All the information on this website is provided for information purposes only.

Oxygis declines all responsibility or guilt regarding the information published on this site.

#### 3. Privacy policy on the use of the website and cookies

Oxygis understands the importance of its clients' privacy and the protection of their personal data. This policy describes how we handle and process the personal data we collect.

#### 3.1 Scope of application

This website is managed by Oxygis. It is important for us to create and maintain an environment in which our customers are assured that their information will not be misused.

We comply with the applicable legislation on the protection of personal data, e.g. the General Regulations on the Protection of Personal Data 2016/679 and the relevant national legislation. This legislation relates to the protection of your personal data and grants you rights in relation to such data.

The purpose of this policy is not only to explain to you what data we collect about you and how it will be used when you browse our website, but also to ensure that it is processed correctly.

## 3.2 What personal data is collected?

You do not have to provide us with your personal data in order to use most of our website.



For the purposes mentioned below, Oxygis may collect and process the following categories of personal data about you:

- name, title, address;
- contact details (e-mail, telephone number);
- company;
- function.

You may also choose to provide additional/optional information when you complete forms on our website or when we contact you (by telephone, e-mail or at trade fairs or events).

In addition, we may also collect and process information obtained through our websites or the devices you use. This includes, for example :

Information collected by cookies, web beacons or on the Internet. This information will be collected automatically, it can be the websites you have visited before or after ours. We may also collect information about the pages of our website that you visit, your IP addresses, the type of browser you use, browsing time, operating system. This information is aggregated and is not used to identify you. To find out more about how we do this, please consult the articles on the use of cookies.

We can record all telephone calls for quality and training purposes.

In addition, Oxygis may collect publicly available information in order to verify the information we have collected and to manage and expand our business.

#### 3.3 Why do we collect information?

Oxygis collects the above information to identify your needs and provide you with a better service. Specifically, we collect your information for the following purposes:

- Your personal data will be used to answer your (online) questions about our products and services, to provide you with information about our products and to follow up on online offers;
- provide you with the products and services you have ordered;
- improve our products and services;
- examine complaints about our products and services or our website;
- comply with legal, regulatory and compliance obligations and requirements;
- analyzing and monitoring the use of accounts to prevent, investigate fraud, terrorism, forgery, security incidents or crime and/or notifying the competent authorities;
- periodically send promotional e-mails about our products and services, special offers or other information we think you might find interesting;
- contact you from time to time to conduct market research, by e-mail or telephone;
- to process your personal data for specific purposes as mentioned on the specific forms published on our website, in our written communication or by e-mail.

# 3.4 How will your information be used and shared?

Oxygis may share your personal data with companies in our group and/or our affiliated companies.



We may also share your personal data, depending on our legitimate interest, with third party suppliers who assist us in providing our products and services. This includes, for example, the hosting of our web servers, data analysis, marketing assistance and customer services. These companies will only have access to your personal data when this is strictly necessary to carry out their functions. They are prohibited from using it for any other purpose.

Your personal data will not be sold or rented to third parties.

We may disclose your personal data in order to enforce our policies, to comply with our legal obligations, or in the interest of safety, security, public interest or law enforcement in any country where we have entities or affiliates. For example, we may respond to a request from a law enforcement, regulatory or governmental agency. We may also disclose data in connection with actual or potential litigation or to protect our property, safety, personnel and other rights or interests.

If Oxygis is sold or merged with another company, your data will be disclosed to the advisor of any potential purchaser and will be transferred to the new owners of the company. In this case, we will implement adequate security measures to ensure the integrity and confidentiality of your personal data. The use of your personal information will, however, remain subject to the application of this Policy.

# 3.5 Transfer of your personal data

We may transfer your personal data to third party providers located in third countries (outside the European Economic Area (EEA)), i.e. the United States. This transfer of data outside the EEA is legitimate if the recipient of the data is located in a country that ensures an adequate level of protection confirmed by an adequacy decision of the European Commission. Some of these countries may not have equivalent legislation protecting the use of your personal data. In this case, we have assessed the possibility of applying protection measures equivalent to that of the EU, for example by signing standard contractual clauses. In particular cases, we will ask for your preliminary consent before transferring your data outside the EEA. For more information on the transfer of information, please follow the procedure described in the Article on "Rights of data subjects".

#### 3.6 How do we use cookies?

Certain features of this website are designed to provide you with a better online experience on our site, they can only work if we use cookies. We also use cookies to collect information about your online preferences. Cookies are text files containing small pieces of information. They are sent by a web server to a browser, allowing the server to assign a unique identification to the browser on each page. They will be stored on your computer, tablet or phone when you browse a website.

Cookies may contain identification information. Cookies allow us to obtain information about the use of our websites. This information may be analyzed on our behalf by third parties.

We use the following categories of cookies on our website:

Performance cookies



These cookies collect anonymous information about how visitors to our website use it. For example, we use cookies [e.g. Google Analytics] to help us understand how our customers find, navigate and use our website. They also highlight areas where we can improve, such as the browsing experience, shopping experience and our marketing campaigns. The data recorded by these cookies does not contain any personal information that can be used to establish your individual identity.

#### Functionality cookies

These cookies record your choices, for example the country from which you are browsing our site or the language used. They can then be used to provide you with a more appropriate experience based on your selections and to personalize your visits and make them more enjoyable. The information collected by these cookies can be made anonymous and cannot track your browsing activities on other websites

# Targeting or advertising cookies

These cookies collect information about your browsing habits in order to make the advertisements more relevant to you, according to your interests. They are also used to limit the number of times you see an advertisement and to measure the effectiveness of an advertising campaign. Cookies are generally placed by third party ad networks. They remember which websites you visit. This information is shared with other parties such as advertisers. For example, we use third parties to provide you with more personalized advertising when you browse other websites.

#### Social media cookies

These cookies allow you to share your activities on the website on social media such as Facebook and Twitter. They are not under our control. To learn more about how they work, please refer to the respective privacy policies of these social networks.

## Google Analytics

We also use third party services such as Google Analytics to collect information about visitors to our websites. This information is aggregated in order to determine the number of visits, average time spent on the page, pages viewed, etc. We use this information to measure the use of the site, but also to improve the content and value of the site. For more information on how Google processes your data, please click on <a href="https://policies.google.com/privacy?hl=fr&gl=be.">https://policies.google.com/privacy?hl=fr&gl=be.</a> If you wish to disable Google Analytics in your browser, please browse them here <a href="https://tools.google.com/dlpage/gaoptout?hl=fr.">https://tools.google.com/dlpage/gaoptout?hl=fr.</a>

# Deletion of cookies and other information

Some cookies are deleted when you close your browser (session cookies). Others remain on your device until they expire or you delete them from your cache (persistent cookies or tracking code). With them, we can remember certain things about returning visitors.

If you wish to delete cookies already installed on your computer, please consult the help of your Internet browser. There you will find instructions on how to locate the file or directory that stores cookies. You will also find in the help option in the toolbar of most browsers instructions on how to



prevent your browser from accepting new cookies, how to have your browser notify you when you receive a new cookie, or how to disable cookies altogether. Please remember that some personalized services may be unavailable if you decide to disable cookies.

Please note that by deleting our cookies or disabling future cookies, you may not be able to access certain areas or features of our site.

For more information about cookies, please visit: <a href="www.allaboutcookies.org">www.allaboutcookies.org</a> or <a href="www.youronlinechoices.eu">www.youronlinechoices.eu</a> which contain more information about behavioural advertising and online privacy.

#### Invisible pixels

Some of our web pages may contain electronic images known as web beacons (sometimes also known as clear gifs) that allow us to count users who have visited those pages. Web beacons collect only limited information including a cookie number, the time and date the page was viewed, and a description of the page on which the web beacon is located. Our sites may also contain web beacons placed by third party advertisers. They do not contain any personally identifiable information and are only used to track the effectiveness of a particular campaign.

#### 3.7 Rights of the persons concerned

You have the right to access and obtain a copy of the information we hold about you. If your personal data has changed, you can ask us to correct, complete or delete outdated, incorrect or incomplete data we hold about you. In addition, you have the right to limit the processing of your data and to object to the processing of your personal data. You also have the right to receive personal data about you, which you have provided to a controller, in a structured, commonly used and machine-readable format and you have the right to transfer this data to another controller.

We may ask you to provide proof of your identity to ensure that you have a legitimate right to make a request and to verify that we provide the answers to the person who has the legitimate right to send us one of the above requests and to obtain the information.

Please note that in certain circumstances permitted by law, we may deny access to your information or not comply with your request where permitted by applicable data protection legislation.

If you wish to obtain further information about the processing of your personal data or if you wish to exercise your rights, please contact us via the email address info@oxygis.eu.

You have the right to lodge a complaint with the competent (data protection) supervisory authority.

#### 3.8 Security

Oxygis undertakes to do its utmost to guarantee the security of your data. We have implemented reasonable technical and organizational measures to protect your personal data against accidental or unlawful destruction, loss, accidental or unlawful alteration, unauthorized disclosure of or access to personal data transmitted, stored or otherwise processed. However, you should bear in mind that the



Internet is an open system and we cannot guarantee that no unauthorised third party will ever be able to circumvent these measures or use your personal data for inappropriate purposes.

This website may contain links to third party websites. Oxygis is not responsible for the content of these sites or for the privacy standards and practices of such third parties. We recommend that you read and understand the appropriate privacy policies of these third parties and their websites before accepting their cookies and visiting their websites to ensure that your personal data is sufficiently protected.

## 3.9 Changes to this policy

Oxygis may from time to time modify and update this policy to ensure that it reflects the way we treat your personal data at that time. We will post an updated version of this Policy on the same web page and it will be effective at the time of posting. Please check this web page regularly to ensure that you are aware at all times of what information we collect and process, how your data is used, under what circumstances and in what cases we will share it with third parties.